

Matthew Caldwell

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PROFESSIONAL SUMMARY

Technical Professional with 8+ years of experience in electronic repair, project management, leadership, and problem solving as a First-Class Petty Office in the US Navy. Proven ability to lead and manage projects from conception to completion, troubleshoot and repair complex electronic systems, and work independently and as part of a team. Active Top-Secret clearance, Bachelor of Science in Cybersecurity, and actively pursuing CompTIA certifications. Seeking an IT opportunity where I can use my skills, education, and experience to make a significant contribution.

CERTIFICATIONS AND CLEARANCES

- Active Top-Secret Clearance
PR SSBI 12/17/2022
- Top Secret SCI Eligible
- CompTIA Security +
Issued (Nov/2023)
- CompTIA Network +
Issued (Oct/2023)
- CompTIA A+
Issued: (Oct/2023)

EDUCATION AND TECHNICAL TRAINING

New Horizons Computer Learning Centers of N.E. FL – Jacksonville, FL **9/2023 – 12/2023**
CompTIA Career Development Program

- **Completed Courses:** CompTIA A+, CompTIA Network+, CompTIA Server+, CompTIA Security+, CompTIA Linux+, CompTIA CySA+, and CompTIA Cloud+.

Old Dominion University – Norfolk, VA **Expected: 12/2023**
Bachelor of Science in Cybersecurity

Tidewater Community College – Norfolk, VA **Graduation: 05/2008**
Associate of Science in General Studies

SKILLS

- Electronics Repair
- 8 years experience in Hardware and Software Installation, Configuration, and Troubleshooting.
- Operating Systems: Linux, Windows
- Problem Solving and Critical Thinking
- Project Management
- Personnel Management
- Leadership
- File and Record Management
- Administration and Reporting
- Employee Training and Mentoring

- Excellent Verbal and Written Communication
- Network Security Basics

WORK HISTORY

United States Navy, Strategic Weapons Facility Atlantic, SPK 51 – Kings Bay, GA 08/2020 – Present
Lock and Key Leading Petty Officer

- Mentored and supervised 10 personnel within the division, providing positive guidance for professional and personal development, including technical skills development.
- Designated by the Commanding Officer as Sensitive Key and Lock custodian and was directly responsible for maintenance, audits, and administrative requirements for the physical security measures securing Nuclear Weapons components, in accordance with Naval regulations and security standards.
- Designated by the Commanding Officer as Ammunition, Arms, and Explosives Key and Lock custodian and was directly responsible for maintaining over 200 high security locks in accordance with Naval regulations and security standards, including electronic and mechanical locking systems.

United States Navy, USS West Virginia (SSBN 736) – Saint Mary's, GA 05/2016 – 08/2020
Quartermaster Leading Petty Officer

- Planned and successfully executed over 100+ voyage plans using Naval Electronic Chart Display and Information System (ECDIS-N), ensuring the safe and efficient navigation for the ship.
- Updated navigational logs and coordinated operational documents including voyage plans, weather reports, and communication logs.
- Aided in navigation using a variety of navigational tools and equipment including ECDIS, radar, and chart plotting software.
- Mentored and supervised 10 personnel within the division, providing training and guidance on navigational procedures, ship operations, and professional development.

United States Navy, USS West Virginia (SSBN 736) – Saint Mary's, GA 09/2015 – 08/2020
Navigation Electronics Technician

- Maintained and calibrated a GPS-augmented underwater inertial navigation system for a nuclear-powered submarine, ensuring the accuracy and reliability of the ship's navigation system.
- Successfully integrated a new navigation system upgrade for the Columbia Class SSBN, including the installation and testing of new hardware and software components.
- Troubleshoot and repaired complex navigation system failures including radar, gyrocompass, and GPS, to prevent operational disruptions.
- Mentored and trained junior technician on navigation systems, communication equipment, and maintenance procedures.